



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING
500 DEADERICK STREET, SUITE 1500
NASHVILLE, TENNESSEE 37243

MEMORANDUM

TO: DMRS Regional Nurse Educators and DMRS Approved Medication Administration for Unlicensed Personnel Trainers

CC: Stephen Norris, Regional Nursing Directors, Marlenia Overholt, Ruth Givens, Karen Ferguson

FROM: Fred Hill *FH*

RE: Payment Processing for DMRS Approved Medication Administration for Unlicensed Personnel Trainers

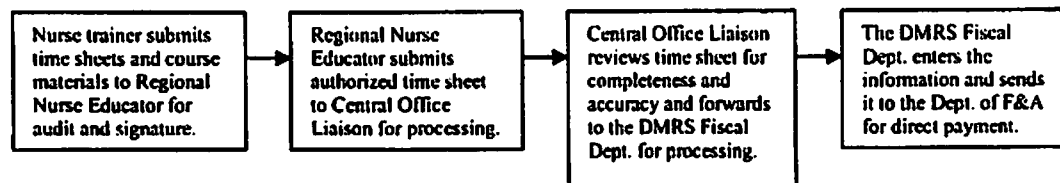
DATE: July 2, 2007

Recently, the Division of Mental Retardation Services (DMRS) Central Office has received calls from DMRS Approved nurse trainers who are teaching the Medication Administration for Unlicensed Personnel courses regarding the payment process. While both independent trainers and ATV trainers will be paid differently, this memo will serve to delineate the process for both types of trainers.

As outlined below, there are many DMRS staff involved in the payment process. After the Regional Nurse Educator has audited and signed the information he/she received from the nurse trainer, it is then forwarded, via fax, to the Central Office Liaison. It is the responsibility of the liaison to review the time sheet for discrepancies before forwarding the time sheet for payment. (If discrepancies are noted, the liaison will contact the appropriate Regional Nurse Educator for clarification and correction.) Upon completion of a time sheet, the information is logged at the Central Office and forwarded to the DMRS Fiscal Department for data entry. The DMRS Fiscal Department will then forward the information to the State of Tennessee Department of Finance and Administration (Dept. of F&A) for direct payment to the nurse trainer.

Please note that the Dept. of F&A processes payments for the entire state, not only the DMRS. They process payments on a daily basis as they receive the information. Payments are not only made on the 1st or 15th but rather every day as they are received.

The flow chart below will indicate the complete process for independent trainers beginning with the submission of their course materials and invoices.



For ATV trainers, the same steps above apply. However, the Dept. of F&A will make payments to the agency with which the nurse is contracted. Again, the Dept. of F&A will pay the agency when they receive the information. It is then up to the agency as to when they pay the nurse trainers.

If you have any questions, please contact the Central Office Liaison, Karen E. Ferguson, at 615-532-8750 or via e-mail at Karen.ferguson@state.tn.us

FH/tdy